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October 2, 2013

WIA GUIDANCE LETTER # 02-13

SUBJECT: Training Program Credential Checklist

REFERENCE: P.L. 105-220, §122; 20 CFR 663.500; 20 CFR 663.510

BACKGROUND: Arizona's Eligible Training Providers List (ETPL) is a compilation of all training providers and programs approved by Local Workforce Investment Boards (LWIBs) and the State to provide WIA-funded training for program participants. Some LWIBs have designated a Local Workforce Investment Area (LWIA) staff member to act on behalf of the Board. The Arizona Department of Economic Security is the designated State agency.

The State and the LWIBs share responsibilities for managing the eligible provider process.

State Responsibilities:

- 1) Establish eligibility criteria for certain training providers to be initially eligible and setting minimum levels of performance for all providers to remain subsequently eligible;
- 2) Develop and maintain the State list of eligible providers and programs which is comprised of programs submitted by Local Boards;
- 3) Determine if programs meet performance levels, including verifying the accuracy of information on the State list with consultation with Local Boards, removing programs that do not meet program performance levels, and taking appropriate enforcement action against providers in the case of intentional provision of inaccurate information or in the case of violation of the requirements of the WIA; and
- 4) Disseminate the state list, accompanied by cost and performance information for each provider, to the One-Stop operators throughout Arizona.

LWIBs Responsibilities:

- 1) Accept applications for initial eligibility from certain postsecondary institutions and entities providing apprenticeship training;
- 2) Assist in determining the initial eligibility of providers;
- 3) Carry out procedures prescribed by the State to assist in determining the subsequent eligibility of all providers;

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- 4) Collect performance and cost information and any other required information related to providers;
- 5) Submit approved programs and information to DES;
- 6) Ensure dissemination of the State list and appropriate use of the State list through the local One-Stop System;
- 7) Consult with the DES in cases where termination of an eligible provider is contemplated because inaccurate information has been provided; and
- 8) Work with the DES in cases where the termination of an eligible provider is contemplated because of violations of the Workforce Investment Act.

The LWIBs may also:

- 1) Make recommendations to DES on procedures used in determining initial eligibility.
- 2) Increase the level of performance required by the State for local providers to maintain subsequent eligibility.
- 3) Require additional verifiable program-specific information from local providers to maintain subsequent eligibility.

The Training Program Credential Checklist (“Checklist”) was developed in a collaborative effort by State and LWIA staff. The Checklist is designed to assist LWIBs/LWIAs in determining whether training program(s) will be approved and listed on the ETPL. It is also meant to assist in the determination of whether the program could result in a qualifying credential for WIA Title 1B performance measurements/reporting outcomes as defined by the U.S. Department of Labor (USDOL).

It is the responsibility of each LWIA/LWIB to determine the training programs that will be funded by their respective local areas. Training Providers may apply to any LWIB/LWIA for inclusion on the state’s ETPL. Training Providers may also choose to apply to multiple LWIBs/LWIAs. The Training Provider’s physical address does not determine which LWIB a provider may apply to.

LWIAs are to refer to WGL No. 02-11

(<https://www.azdes.gov/InternetFiles/WIAGuidanceLetters/pdf/WGL%2002-11.pdf>)

and Training and Employment Guidance Letter

[TEGL 15-10, Attachment 2, Credential Resource Guide](#) for more details on credentials.

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Implementing the Training Program Credential Check List:

A Checklist is to be completed for every program evaluated and is to be kept on file (either paper or electronic file) by the approving LWIA/LWIB. The Checklist is to be made available upon request for monitoring purposes.

The Training Program Credential Checklist can be found at the following link:
<https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/WIA-1031AFORFF.doc>

REQUIRED ACTION:

Effective upon the issuance of this WGL, the Checklist is to be used by LWIAs when evaluating programs for inclusion on the ETPL.

1. LWIAs are to develop local policy and procedures describing how the Training Program Credential Checklist (1031AFORFF) will be utilized and monitored.
2. LWIAs are to maintain either hardcopy or electronic copies to be made available upon request to the State for monitoring purposes.

